

VACANCY NOTICE  
RHODE ISLAND JUDICIARY

Title of Position:	<u>Data Entry Aide</u>	Classification Code:	<u>00430200</u>
Salary Range:	<u>Gr. 4410A \$30,588 - \$33,197</u>	Reference Position Number:	<u>2725-10000-#0333</u>
Department or Agency Name:	<u>Judicial</u>	Application Period:	<u>May 1 – 10, 2013</u>
Division/Section/Unit:	<u>Superior Court</u>		
Shifts and Days:	<u>Monday - Friday 1st</u>	Job Location:	<u>Any of Four Counties</u>
Restrictions/Limitations:	<u>Pending Availability of Funds</u>		
Position Covered by Collective Bargaining Union Agreement:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Bargaining Unit:	<u>Judicial, Professional &amp; Technical Employees Union - Local 808</u>		

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**INSTRUCTIONS**

**STATE EMPLOYEE:** Applications are now being accepted for the position(s) indicated. Please complete fully the CS-14 Application form; and the RIEEO 378 Affirmative Action Card. Remember to include either on the application or within a cover letter, both the Position Title and Number.

**MOST IMPORTANT- please include the following information:**

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|--|----------------------------------|
| ◆ The title of the position for which you are applying   | ◆ Date you entered State service |
| ◆ Name of department where you are currently employed    | ◆ Your business telephone number |
| ◆ Title of your present position and date you entered it | ◆ Present Union Affiliation ***  |
- \*\*\**In certain agencies, bargaining union applicants will receive preferential consideration according to contract*

**NON STATE EMPLOYEE:** Please submit an Application Letter and Resume to the address below. Please include the Position Title and Number.

**MEDICAL INFORMATION:** Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules and Regulations of the Americans with Disabilities Act (ADA)

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**DUTIES /RESPONSIBILITIES:**

The primary responsibilities of the Data Entry Aide are to enter case related data into the unit's established database system; professionally answer telephones, direct calls and take accurate messages; open, sort and properly route incoming mail and prepare outgoing mail. Data Entry Aide will operate office equipment including photocopiers, scanners, fax machines and voicemail systems. Must be familiar with Microsoft Office products; proficiency in Word, Excel and Outlook a plus. Some light physical work (30 lbs.) may be required, as well as other related duties as may be assigned by the unit supervisor.

**EDUCATION/EXPERIENCE/SPECIAL REQUIREMENTS:**

Graduation from a Senior High School required. Experience such as may have been gained by employment as a switchboard/telephone operator, courses in typing and/or data processing. Professional and pleasant customer service skills a must. Knowledge of modern office practices, or a combination of education and experience equivalent to the above requirements.

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Apply within the application period as shown in this announcement. **NOTE:** Some state union contracts allow a 3 day grace period for receipt of application. This Office does not assume responsibility for applications sent through the mail.  
SEND RESUME AND/OR CS-14 Application to:

**Joseph V. Conley**  
**Administrator, Superior Court**  
**250 Benefit Street**  
**Providence, RI 02903**  
**FAX: 401-222-8749**

**TDD#: 401-222-3269**

(Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER

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**AMERICAN WITH DISABILITIES ACT (ADA) PROVISIONS**

**Reasonable Accommodation:**

If an applicant is unable to perform any essential job functions because of his/her disability, but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.

CS-376 Rev. (2/05)